

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

STAFF ELEMENT: EEO			
SUB-FUNCTION: <u>COMMAND RESPONSIBILITIES</u>			
INSPECTION ITEM AND REFERENCE	COMPLY	NON-COMPLY	REMARKS
1. Are EEO & POSH policy statements current? (AR 690-12, para1-4e(3) & para1-7(h) EEOC MD 715)	_____	_____	_____
2. Are new employees and those promoted to supervisory positions provided EEO policy statements?(EEOC MD715)	_____	_____	_____
3. Does the commander support the EEO Program by providing adequate resources for accomplishment of program responsibilities? (AR 690-12, para1-4e(2))	_____	_____	_____
4. Are employees appointed to EEO positions (Representatives/Counselors/Special Emphasis Program Managers)? Has the appointment been documented? (AR 690-12 and AR 690-200, Ch 254)	_____	_____	_____
5. Is the role of the EEO Officer/Rep clearly defined and does it include responsibilities to advise managers, supervisors, and employees? (AR 690-12, para1-4(f))	_____	_____	_____
6. Does the EEO Officer/Rep have direct access to the commander? (AR 690-12, para1-7(a))	_____	_____	_____
7. Is EEO input obtained on actions, policy, and program plans and goals, to properly implement the EEO program? (AR 690-12, para1-7(a))	_____	_____	_____
8. Does the EEO Officer/Rep serve as a key advisor to the commander on EEO issues? (AR 690-12, para1-4(f))	_____	_____	_____
9. Does the EEO Officer have input into the rating of managers/supervisors on their performance in EEO? (AR 690-12, para1-4e(7)) NGIC Only	_____	_____	_____
10. Are managers/supervisors recognized for their accomplishments in EEO? Are they evaluated on their commitment to EEO principles? (AR 690-12, para1-7(f))	_____	_____	_____
11. Are complaint procedures prominently posted & available on the website? Do employees know the location of the EEO Office? (AR 690-12, para1-7(j))	_____	_____	_____
12. Is mediation being exercised as a part of the complaint process? Are managers and employees knowledgeable of program? Is mediation mandatory for management? (AR 690-600, para1-7(f))	_____	_____	_____
13. Is there a service agreement between organization and installation? Is it current? (AR 690-200, Chapter 254)	_____	_____	_____
14. Is there a formal reporting and feedback system between the EEO Officer and the commander on program activities and results? (AR 690-12, para1-7(f)) NGIC Only	_____	_____	_____

INSPECTOR'S SIGNATURE AND DATE: _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

SUB-FUNCTION: <u>AFFIRMATIVE EMPLOYMENT</u>			
<u>INSPECTION ITEM AND REFERENCE</u>	COMPLY	NON-COMPLY	REMARKS
1. Has the organization submitted an MD 715 Plan? (AR 690-12, para2-2(d) & EEOC MD 715) NGIC Only	_____	_____	_____
2. Is the plan briefed to the Commander, reviewed and updated annually? (AR 690-12, para2-3d & EEOC MD 715) NGIC Only	_____	_____	_____
3. Are minorities and women equitably represented in all grade levels? (AR 690-12, para2-1(a-c); EEOC MD 715) NGIC Only	_____	_____	_____
4. Are minorities and women equitably represented in all occupational categories in proportion to the CLF? (AR 690-12, para2-1(a - c)) NGIC Only	_____	_____	_____
5. Have objectives been established for hiring and promoting minorities and women in grades 13 and above? (EEOC Memorandum, 2 Oct 00, EEOC MD 715 & OASA&MRA Memorandum, 10 Mar 97)	_____	_____	_____
6. Is the Commander and Staff aware of requirements to implement the MD 715 Plan? (EEOC MD 715 Oct 00, OASA&MRA 10 Mar 97 Memorandum and AR 690-12, para2-2f) NGIC Only	_____	_____	_____
7. Do support forms for managers/supervisors have objectives which support the MD 715 Plan? (AR 690-400, para 1-5 and AR 690-12, para1-4e(7))	_____	_____	_____
8. Is an MD 715 monitoring & assessment program in place? (AR 690-12, para2-1a) NGIC Only	_____	_____	_____
9. Are programmed goals contained in the MD 715 Plan assessed and their status reported to the commander? (AR 690-12, para2-2e) NGIC Only	_____	_____	_____
10. Are required program reports submitted IAW EEOC and DA reporting instructions? NGIC Only	_____	_____	_____
SUB-FUNCTION: <u>SPECIAL EMPHASIS PROGRAM</u>			
<u>INSPECTION ITEM AND REFERENCE</u>	COMPLY	NON-COMPLY	REMARKS
1. Does the command have a standing SEP/EEO Committee? (AR 690-12, para1-7(i)) NGIC Only	_____	_____	_____
2. Are funds available to support SEP/EEO management and employee training? (AR 690-12, para1-4e(2)) NGIC Only	_____	_____	_____
3. Does the command participate in Student or Summer Employment Work-Study Programs? NGIC Only	_____	_____	_____

INSPECTOR'S SIGNATURE AND DATE: _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

SUB-FUNCTION: TRAINING			
<u>INSPECTION ITEM AND REFERENCE</u>	COMPLY	NON-COMPLY	REMARKS
1. Have managers/supervisors of DACs attended mandatory No FEAR & POSH training? (No FEAR Act; AR 690-12, para1-7 (h) & DoD Directive 1400.1,5.2.12)	_____	_____	_____
2. Have employees received mandatory No FEAR and POSH training? (AR 690-12, para1-7 (h) & DoD Directive 1400.1, 5.2.12)	_____	_____	_____
3. Have EEO Reps/Counselors received formal training (minimum of 36 hrs of DA training per year)? Have EEO Counselors received at least 24 hrs of refresher training in the last 12 months? (AR 690-600, para1-19)	_____	_____	_____
4. Does the command provide training and development opportunities that will prepare employees for advancement and career progression? (AR 690-950, para1-8a)	_____	_____	_____
5. Are minorities & women proportionately participating in such programs? (AR 690-950, para1-8b)	_____	_____	_____
6. Are employees knowledgeable of available training opportunities that would lead to the acquisition of skills for higher-level positions? (AR 690-950, para1-8c)	_____	_____	_____

INSPECTOR'S SIGNATURE AND DATE: _____